

PURCHASE SECTION REPORT  
From 11 January through 16 January

Requisitions

Balance pending end of previous week	168
Received during week	115
	<u>283</u>
Completed during week	122
Balance pending end of week	<u>161</u>

<u>Purchase Orders Issued</u>	202	\$ 26,183.04
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Backlog of Typing

Purchase Orders	24
Correspondence	1
Invitations to Bid	7
Bills of Lading	0
Total	<u>32</u>

## STATUS OF PENDING REQUISITIONS\*

Estimated ValueA. Without Action

Held less than 15 days	66	41,878.80
Held more than 15 days	0	-0-
Total	<u>66</u>	<u>41,878.80</u>

B. With ActionPending Information from Requisitioning Office

Held less than 30 days	14	2,701.72
Held more than 30 days	4	1,825.00
Total	<u>18</u>	<u>4,526.72</u>

Pending Receipt or Opening of Bids

Held less than 30 days	52	15,512.08
Held more than 30 days	6	825.00
Total	<u>58</u>	<u>16,337.08</u>

Pending Clearance from GPO and/or GSA

Held less than 30 days	9	2,917.06
Held more than 30 days	1	50.00
Total	<u>10</u>	<u>2,967.06</u>

Pending Completion of Service and/or Billing

Held less than 30 days	17	2,280.00
Held more than 30 days	3	2,175.00
Total	<u>20</u>	<u>4,455.00</u>


Total with Action	106	28,285.86
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C. <u>Total Pending Requisitions</u>	161	70,164.66
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D. Total Hours of Overtime during the past week	6
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CONTRACT BRANCH

Contracts, Amendments, executed during period of  
11 January 1954 through 16 January 1954

<u>Contract Number</u>	<u>Contractor</u>	<u>Commodity &amp; Quantity</u>	<u>Value</u>
		Batteries ✓	\$ 1,616
		Batteries	238
		Final settlement	-
		Purchase of safe	378
		Reworking RS-6 ✓	95,615
		300 rls kodak paper	4,866
		Contract Actions Completed 6	\$ 102,713
		Other Actions Completed 8	
		Total 14	

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Status of Contract Actions Pending

A. No Action	21	
B. Pending receipt of more information, clearances, etc.	10	
C. Pending Bid Opening and Award	4	
D. Negotiations Underway	9	
E. Pending drafting of contractual document	3	47
F. No further action required by procurement officer		
1. Pending typing and mailing to Contractor	42	
2. Pending signature of Contractor	10	
3. Pending final clearance and signature of C. O.	1	53
		100

Note: 7 actual requisitions and 18 memos and letters were received during the week, resulting in 13 net new contract actions. The number of contract documents pending increased by 7, from 93 to 100.

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